

## **Minutes of the Human Resources Committee**

**Tuesday, August 26, 2014**

Chair Zimmermann called the meeting to order at 6:00 p.m.

**Present:** Supervisors Dave Zimmermann, Mike Crowley, Jennifer Grant, Christine Howard, Pauline Jaske, Larry Nelson, and Jeremy Walz.

**Also Present:** Chief of Staff Mark Mader, Budget Manager Linda Witkowski, Principal Risk Management Analyst Mark Jatczak, and Human Resources Manager Jim Richter.

### **Approve Minutes of June 17**

MOTION: Jaske moved, second by Crowley to approve the minutes of June 17. Motion carried 7-0.

### **Chair's Executive Cmte. Report of July 14 and August 18**

Zimmermann highlighted the following items discussed at the last two meetings.

- Heard a report on the Clerk of Courts internal audit.
- Approved several ordinances and appointments, all of which have since been approved/confirmed by the County Board.
- The ordinance to amend the Materials Recycling Facility capital project relating to the transfer station costs was withdrawn. A revised version will be brought forward for consideration by the County Board.
- Approved Ordinance 169-O-050 relating to the library tax levy district distribution formula.
- Heard updates on UW-Waukesha and the Waukesha-Ozaukee-Washington (WOW) Workforce Development Board.

### **Schedule Next Meeting Date**

- September 23 (evening; if necessary)

### **Grant / Sunset Positions Update**

Witkowski referred to her report titled "Sunset Position Changes from the 2013 Annual Report as of August 2014." Sunset positions are funded by grants and if these grants are reduced or eliminated, the positions are reduced or terminated accordingly. Changes from the August 2013 report include 2.0 RFT social worker positions created in May 2014 and one 0.50 RPT Program Assistant position created in November 2013.

Jaske clarified the sunset position changes and how that applies to current workers. Crowley inquired how the individual is sunset from a human resources perspective. Richter addressed the protocols and practices involved.

MOTION: Jaske moved, second by Nelson to accept the annual report on grant/sunset positions. Motion carried 7-0.

### **Six-Month Report on Workers Compensation Claims**

Jatczak reviewed the Workers Compensation report as outlined. During the first six months of 2014, 42 claims were opened and of those, 26 remained open at the end of six months. The total

incurred was \$325,305. Since 2010, 452 claims have opened, 58 remained open, and \$4,014,109 was incurred. Jatczak highlighted some of the larger claims that opened and closed.

Jatczak said the County is down to 0.98 on the experience modification factor which is better than average and past years. Jatczak reviewed the County's safety training program at Zimmermann's request.

MOTION: Howard moved, second by Crowley to accept the six-month report on Workers Compensation claims. Motion carried 7-0.

**Ordinance 169-O-051: Employee Retention / Severance Salary and Benefits for 2015**

Richter said in the course of developing the 2015 proposed budget, positions may be abolished or funding reduced (most are typically vacant) for various departments. This ordinance authorizes a benefit program for County employees that may be laid off in 2015. It does not cover employees who terminate their employment voluntarily prior to their layoff, who accept employment in another County position, or who decline such employment.

Under the proposed retention/severance program, regular full-time employees will be eligible for a severance payment as follows: Less than 3 years – 3 weeks; 3 years but less than 10 years – 6 weeks; and 10 or more years – 9 weeks. Regular part-time employees will be eligible for half the benefit. In addition, regular full-time and part-time employees would be eligible for up to four months of the County contribution toward the health plan they are enrolled in at the time of termination. Terminated employees would also be eligible to participate in the Tuition Assistance Program for one year after being laid off.

No funds were spent for severance/retention in 2013 or 2014 to date. The Non-departmental budget proposal for 2015 will restore those lapsed funds (budgeted at \$70,000) and any additional estimated to be required for the year. At this time, it is estimated that no more than an additional \$40,000 will be needed. Any costs related to the tuition assistance benefit will be absorbed within the 2015 Human Resources budget.

The committee asked questions regarding as to how the ordinance will work with respect to specific positions that might be impacted this budget cycle.

MOTION: Jaske moved, second by Nelson to approve Ordinance 169-O-051. Motion carried 7-0.

MOTION: Jaske moved, second by Crowley to adjourn at 6:47 p.m. Motion carried 7-0.

Respectfully submitted,

Jennifer Grant  
Secretary